

<p>Name of Policy: College of Medicine & Life Sciences: Recruitment and Hiring of Non-Clinical Faculty</p> <p>Policy Number: 3364-81-11-001-01</p> <p>Approving Officer: Executive Vice President for Clinical Affairs/Dean of the College of Medicine and Life Sciences</p> <p>Responsible Agents: Senior Associate Dean for Administration and Finance , Associate Dean for Faculty Affairs and Development, Associate Dean for Diversity and Inclusion</p> <p>Scope: Faculty, College of Medicine and Life Sciences</p>	 <p>Revision date: 2/12/19</p> <p>Original effective date: 1/1/06</p>				
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(A) Policy statement

The College of Medicine and Life Sciences (COMLS) will follow established guidelines and policies for recruitment and appointment of qualified non-clinical faculty members.

(B) Purpose of policy

To ensure uniformity and eligibility for appointment to the faculty in the College of Medicine and Life Sciences and to comply with the institutional Equal Opportunity policy (#3364-50-02) and other pertinent hiring policies.

(C) Scope

This policy applies to recruitment and appointment of faculty in the College of Medicine and Life Sciences.

(D) Procedure

- (1) All non-clinical faculty searches must be approved in advance by the Dean of the College of Medicine and Life Sciences. Recruitment requests will be evaluated by the Dean and other members of the executive administrative team to ensure alignment with the strategic direction of the University and College of Medicine and Life Sciences.
- (2) If a committee is deemed necessary, the Department Chair will select committee members and appoint a chairperson. The search committee shall be as diverse as possible, and all search committee members must complete/have completed diversity training (Policy #3364-12-02). The Dean will submit a formal charge to the committee in writing at the start of the search (offer of appointment authorization).

- (3) Responsibilities of the search committee will include:
 - (a) Developing position specifications as needed to perform the search.
 - (b) Selecting advertising mediums and preparing advertisements.
 - (c) Reviewing applications to determine if applicants meet the advertised qualifications.
 - (d) Developing interview questions.
 - (e) Evaluating and comparing candidates.
 - (f) Ensuring that equal employment opportunity practices are followed and making a specific effort to recruit and hire individuals from underrepresented minority groups.
 - (g) Maintaining appropriate confidentiality about search committee proceedings.
- (4) Advertising should be done in a way to reach the largest possible audience of persons qualified for and interested in the position. Advertisement is to take place in national media sources as well as publications that specialize in circulation to women and minority groups. The Office of Institutional Diversity will recommend publications to target underrepresented groups, and suggest methods which are most likely to result in the inclusion of qualified minorities and women in the applicant pool. Good faith efforts shall be made in all searches to increase minorities and women in the applicant pool.
- (5) Search committees will use Cornerstone (or other current Human Resources Information System recruitment tool) to post the position and track the applicant pool, progress, and approval.
- (6) Search Committee members will review all applications and schedule interviews as deemed appropriate. The Office of Diversity and Inclusion, the Office of Faculty Affairs and Development, and the Chair of the Search Committee will work closely with the Department Chair to assemble the list of final candidates for open positions. Once finalized, the Chair of the Search Committee will invite final candidates to visit Campus with an itinerary and schedule to be comparable for all applicants.
- (7) The Office of Diversity and Inclusion will maintain copies of the applicant pool demographics and records of final candidates chosen for purposes of LCME and other reporting.

- (8) The Search Committee will review the dossier for all final applicants and make a recommendation to the Department Chair.
- (9) The department Chair will recommend to the Dean a final candidate for appointment to the faculty. All of the following will accompany the recommendation.
 - (a) Offer of Appointment Authorization (Exhibit B)
 - (b) Recruitment Financial Analysis (Exhibit C)
 - (c) Letter of Intent (Exhibit D)
 - (d) Candidate's curriculum vitae
- (10) Upon authorization by the Dean, the letter of intent co-signed by the department Chair and Dean will be sent to the candidate with copies provided to the Office of Faculty Affairs.
- (11) Faculty appointments at the rank of Associate Professor or Professor must be reviewed by the College of Medicine and Life Sciences' Appointment, Promotions and Tenure Committee. Departments will coordinate with the candidate and the Office of Faculty Affairs the development of the application according to the rules and regulations of the Appointment, Promotions and Tenure Committee.
- (12) Following signed acceptance of the letter of intent and prior to employment, the department will plan and coordinate all necessary activities to promote the candidate's successful transition to the College of Medicine and Life Sciences and fulfillment of educational, research and administrative responsibilities. The plan should include, but may not be limited to, the following:
 - (a) Finalization of office and research space;
 - (b) Procurement of office, research supplies and equipment; and
 - (c) Orientation to the department, College, University, and community.
- (13) The department must notify the Office of Faculty Affairs to coordinate background checking and completion of other pre-employment requirements, as well as employment and benefits paperwork.
- (14) All faculty appointments go to the Board of Trustees for final approval.

- (15) All records on faculty searches should follow the guidelines established by the Inter University Council of Ohio regarding public record retention (<http://www.utoledo.edu/policies/retention.html>)

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive VP for Clinical Affairs, Dean of the College of Medicine and Life Sciences</p> <p><u>February 12, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i> -Senior Associate Dean for Administration and Finance -Associate Dean for Faculty Affairs and Development -SLT</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Formerly A-10-11-00002-0106, renumbered 12/8/11 Non-Clinical Faculty Recruitment</i> <p>Initial Effective Date: 1/1/06</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 1/1/2006 • 3/21/2011 • 11/15/12 • 2/12/19 <p>Next review date: 2/14/2022 (three years from the most recent review/revision date)</p>
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